



**Runge Independent School District**  
**P.O. Box 158 Runge, TX 78151**

**Runge Independent School District**  
**Request for School or Community Use of District Facilities**

Name of Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Authorized Person Making Application: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Non-Profit: \_\_\_\_\_ Profit: \_\_\_\_\_ Youth/Sports: \_\_\_\_\_

Purpose of Facilities use: \_\_\_\_\_

Room Number Requested (Or Facility): \_\_\_\_\_

Projected date(s) of use: \_\_\_\_\_

Projected time(s) of use: \_\_\_\_\_

Number of People: \_\_\_\_\_ Event Begin Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Will maintenance or a district employee be necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe? \_\_\_\_\_

Will a key need to be issued? Yes \_\_\_\_\_ No \_\_\_\_\_ To Whom? \_\_\_\_\_

- No reservation for equipment, material, or facilities will be made until this application, along with the required deposit, is completed and returned to the office of the secondary principal.
- By signing this request, the requesting party agrees to return all Runge ISD property in the condition to which it was loaned and to correct or replace any lost or damaged material.
- With a deposit/fee, a key will be issued to the requestor. Keys may not be duplicated, or loaned to others. There will be a charge for lost/stolen keys, including rekeying expenses.
- If the facilities request requires additional maintenance or a district employee, once a bill is issued, the organization must submit payment to Runge ISD within ten working days.
- **THERMOSTATS ARE PRESET AND SHOULD BE ADJUSTED BY MAINTENANCE DEPT. ONLY.**

Signature of Organization Representative: \_\_\_\_\_

Approved/Disapproved and Date Signed:

Authorized and Date Signed

\_\_\_\_\_  
Campus Administrator/Supervisor

\_\_\_\_\_  
Superintendent